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**From:** Cormier, Carol (EHS)  
**Sent:** Wednesday, September 14, 2011 9:15 AM  
**To:** Hebert, Suzana (EHS); Monska, Abigail (DMH); Sullivan, Julie (DPH); Che-Wu, Kaye (DMH); Desai, Jyoti (DMH); Gelormini, Angelamaria (DMH); Hanley, Susan (DMH); Harrison, Deborah (DMH); Medugno, Roseann (DMH); Morganelli, Dianne (DMH); Touadjine, Melissa (DMH); Tran, Hanh (DMH); Wharen, Victoria (DMH);  
/o=Commonwealth of  
Massachusetts/ou=MassMail-01/cn=Recipients/cn=Barbara.Daley;  
/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=CScimone;  
/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Jill.Watts;  
Allen, Dorothy (DPH); Amaral, AnnMarie (DPH); Anderson, Darryen (DPH); Asamoah, Obiri (DPH); Bain, Ian (DPH); Beacham, Karyn (DPH); Beck, Ann (DPH); Bonavita, Julia (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Cabral, Randal (DPH); Calvagna, Patricia (DPH); Cambria, Marguerite (DPH); Carey, Lisa (DPH); Carson, Susan (MED); Casaletto, Linda (DPH); Cavallari, Edward (DPH); Chadorowsky, Joe (DPH); Chu, Irene (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi (DPH); Cochran, Jennifer (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Conz, Carol (DPH); Danforth, Deborah (DPH); Davis, Pam (DPH); Day, Emile (DPH); Delgado, Marie (DPH); DiMartino, Paulette (DPH); Dinkins, Debra (DPH); Dooley, Jacqueline (DPH); Drinkwater, Justine (DPH); Dyer, Sharon (DPH); Ferreira, Lisa (MED); Gangemi, Mary-Ann (DPH); Greenidge, Althea (DPH); Hanchett, James (DPH); Hankerson, Jacqueline (DPH); Hawthorne, Dean D (DPH); Hillery, Veronica (DPH); Hilton, Joyce (DPH); Jose, Maricel (DPH); Keddie, Andrea (DPH); Kurtis, Gerald (DPH); Lafontant, Latania (DPH); Lancto, Denise (DPH); McCollem, Tom (DPH); McCue, Terry (DPH); McGeown, Catherine (DPH); McLaughlin, Maryellen (DPH); McSheffery, Christina (DPH); Mendes, Marjorie (DPH); Muzhuthett, Paul (DPH); Nguyen, Elizabeth (DPH); O'Brien, Elisabeth (DPH); OConnell, Kathy (DPH); OConnor, Ron (DPH); Penrose, Kate (DPH); Prendergast, Tom (DPH); Purtell, Joe (DPH); Rao, Shyamala (DPH); Reeves, Vickie (DPH); Riley, Margaret (DPH); Sadowski, Jennifer (MED); Salem, Sharon (DPH); Saunders, Della (DPH); Sheils, Alanna (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sullivan, Julie (DPH); Tessier, Susan (DPH); Thermo, Marjorie (DPH); Thompson, David (DPH); Tyson, Julie (DPH); Walker, Patricia (DPH); Berolini, Mike (HCF); LeBlanc, Bobbi (HCF); Romelus, Dova (HCF); Chan-Lee, Yuen Fei (EHS); Cho, Shu Lain (EHS); Leung, Maria (EHS); Zeng, Ashley (EHS)  
**Cc:** Little-Conley, Marcy (EHS)  
**Subject:** RE: Updated Time Reporting Codes  
**Attachments:** Timekeeper Codes Updated 2011.xls

Hi all,

As promised here is the list of updated time reporting codes. You will be familiar with many of them but some have changed. The codes are grouped by type, for example overtime codes, fmla codes, etc. As Sue mentioned in her email below the new codes are effective this week.

Please let me know if you have any questions.

Thanks

Carol

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**From:** Hebert, Suzana (EHS)

**Sent:** Wednesday, September 14, 2011 8:07 AM

**To:** Monska, Abigail (DMH); Sullivan, Julie (DPH); Che-Wu, Kaye (DMH); Desai, Jyoti (DMH); Gelormini, Angelamaria (DMH); Hanley, Susan (DMH); Harrison, Deborah (DMH); Medugno, Roseann (DMH); Morganelli, Dianne (DMH); Touadjine, Melissa (DMH); Tran, Hanh (DMH); Wharen, Victoria (DMH); /o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Barbara.Daley; /o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=CScimone; /o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Jill.Watts; Allen, Dorothy (DPH); Amaral, AnnMarie (DPH); Anderson, Darryen (DPH); Asamoah, Obiri (DPH); Bain, Ian (DPH); Beacham, Karyn (DPH); Beck, Ann (DPH); Bonavita, Julia (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Cabral, Randal (DPH); Calvagna, Patricia (DPH); Cambria, Marguerite (DPH); Carey, Lisa (DPH); Carson, Susan (MED); Casaletto, Linda (DPH); Cavallari, Edward (DPH); Chadorowsky, Joe (DPH); Chu, Irene (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi (DPH); Cochran, Jennifer (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Conz, Carol (DPH); Danforth, Deborah (DPH); Davis, Pam (DPH); Day, Emile (DPH); Delgado, Marie (DPH); DiMartino, Paulette (DPH); Dinkins, Debra (DPH); Dooley, Jacqueline (DPH); Drinkwater, Justine (DPH); Dyer, Sharon (DPH); Ferreira, Lisa (MED); Gangemi, Mary-Ann (DPH); Greenidge, Althea (DPH); Hanchett, James (DPH); Hankerson, Jacqueline (DPH); Hawthorne, Dean D (DPH); Hillery, Veronica (DPH); Hilton, Joyce (DPH); Jose, Maricel (DPH); Keddie, Andrea (DPH); Kurtis, Gerald (DPH); Lafontant, Latania (DPH); Lancto, Denise (DPH); McCollem, Tom (DPH); McCue, Terry (DPH); McGeown, Catherine (DPH); McLaughlin, Maryellen (DPH); McSheffery, Christina (DPH); Mendes, Marjorie (DPH); Muzhuthett, Paul (DPH); Nguyen, Elizabeth (DPH); O'Brien, Elisabeth (DPH); OConnell, Kathy (DPH); OConnor, Ron (DPH); Penrose, Kate (DPH); Prendergast, Tom (DPH); Purtell, Joe (DPH); Rao, Shyamala (DPH); Reeves, Vickie (DPH); Riley, Margaret (DPH); Sadowski, Jennifer (MED); Salem, Sharon (DPH); Saunders, Della (DPH); Sheils, Alanna (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sullivan, Julie (DPH); Tessier, Susan (DPH); Thermo, Marjorie (DPH); Thompson, David (DPH); Tyson, Julie (DPH); Walker, Patricia (DPH); Berolini, Mike (HCF); LeBlanc, Bobbi (HCF); Romelus, Dova (HCF); Chan-Lee, Yuen Fei (EHS); Cho, Shu Lain (EHS); Leung, Maria (EHS); Zeng, Ashley (EHS)

**Cc:** Cormier, Carol (EHS); Little-Conley, Marcy (EHS)

**Subject:** Updated Time Reporting Codes

Hi Everyone,

I'm home sick today so in my absence Carol Cormier, Employment Services Director will be forwarding to you an updated listing of time reporting codes that you will begin to use effective this week.

Once you receive the email if you have any questions we can go over them when I return tomorrow.

Thanks

Suzana Hebert:-)